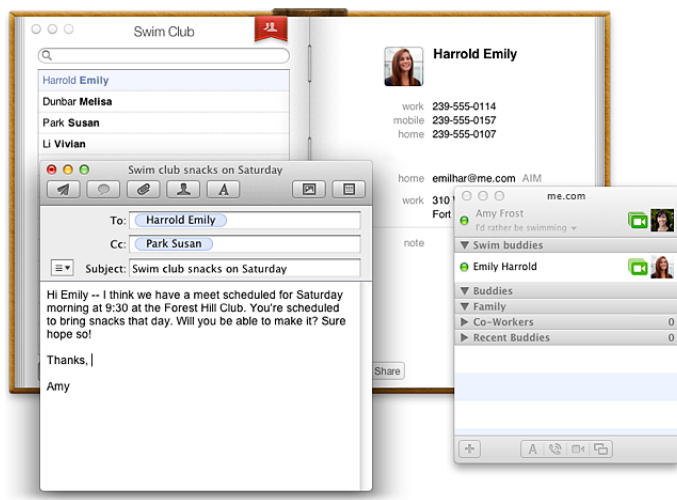




Manage your contacts from one address book

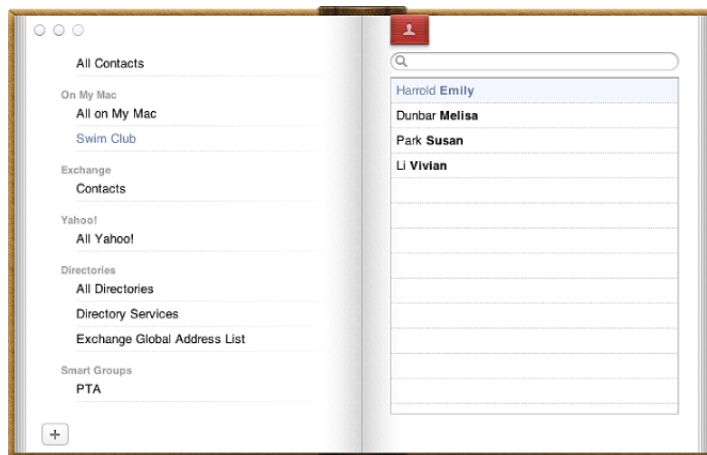
Address Book offers a flexible and convenient place to store contact information for your family, friends, and colleagues. Because Address Book is integrated with Mail, iChat, and other applications, you can enter contact information once and have instant access to it from multiple applications.

Open Address Book



Add contacts from your accounts

- When you add your iCloud, MobileMe, or Yahoo! account to Address Book, all the contact information from those accounts appears in Address Book. The information is automatically updated, so you can manage all of your contacts from a single address book.



- You can also add workplace contacts hosted on network servers, such as Microsoft Exchange servers.

[Add accounts](#)

Import contacts

Another way to add contacts is to import them from other applications. Because Address Book uses the common vCard format for storing contact information, your friends can send you cards that you can drop into your address book — no typing required.

To import a contact, choose File > Import and select a vCard, or drag a vCard into the Address Book window. For more information, read this Address Book help topic:

[Import contacts](#)

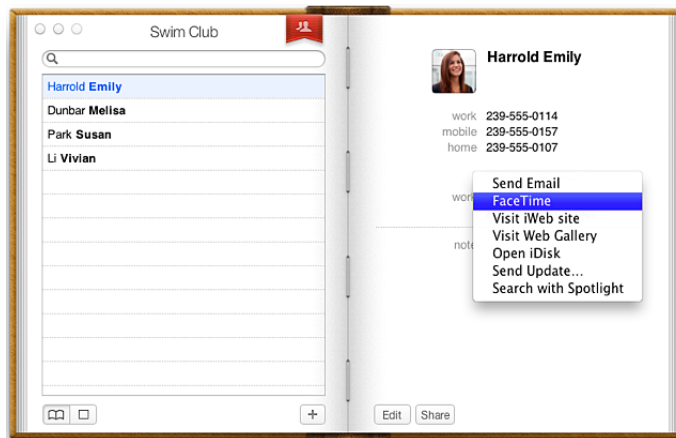
Add a new contact

It's easy to add a new contact. Choose File > New Card or click Add (+) and enter your contact's information. For more information, read this Address Book help topic:

[Add or edit contacts](#)

Use contact information

- Address Book does more than store contact information; it also lets you use that information. Click an address to see a Google map of the location. Click a URL to open the website. Click an email address to instantly send an email or start a FaceTime video call. You can also print your contacts as a list, mailing labels, and more.



For more information about making video calls or sending messages using your contacts, read these Address Book help topics:

[Make a FaceTime video call](#)

[Send email messages](#)

Keep contacts up to date from anywhere

If you have an iCloud account and Mac OS X 10.7.2, you can turn on the iCloud Contacts service on your iOS 5 devices and your computers, and have instant access to current contact information anytime you need it. For example, if you change a contact's phone number in Address Book on your Mac, the change is instantly uploaded to iCloud and then pushed to your other devices. For more information about iCloud, visit the:

[iCloud website](#)



Add accounts

If you have access to network servers that host contact information (for example, through your workplace or an Internet account such as Yahoo!), you can create an account in Address Book to access the hosted contact information. You can create CardDAV, Exchange, Lightweight Directory Access Protocol (LDAP), iCloud, or Yahoo! accounts.

For some accounts, you may first need to contact the network server administrator for the information you need to create the account.

Add an account

1. Choose Address Book > Preferences, and then click Accounts.
2. Click Add (+) in the lower-left corner of the Accounts pane.
3. Select an account type and provide the information requested.

For a description of the options, click the Help button.

4. When you're done, click Create.

The Address Book account assistant finds any accounts associated with the information you provided and uses settings for those accounts to create your account.

For some accounts, if Address Book can't complete the process, it displays the Account Settings pane, where you can enter more detailed information. To display the Account Settings pane yourself, hold down the Option key while you move the pointer over the Create button, and then click it when the label changes to Continue.

Set account preferences

1. Select an account in the Accounts list.
2. To specify how often you want your computer to update the information it shares with the server, choose an option from the "Refresh contacts" pop-up menu.

For example, choose "Every 5 minutes" to check frequently for updated contact information. To have Address Book update as needed instead of on a schedule, choose Automatically.

For a description of other options, click the Help button in the lower-right corner of a

pane.

If syncing with Google Contacts is turned on when you add an iCloud account, the syncing option is turned off. It's recommended to keep it turned off while you're using the iCloud Contacts service.

If you add a Yahoo! account to which your address book is already synced, the syncing option is automatically deselected.

You can also add accounts in System Preferences.

[Open Mail, Contacts & Calendars preferences](#)

RELATED TOPICS

[Add or edit contacts](#)

[Create groups or folders](#)

[Access contacts using iCloud](#)



Set up your card

Address Book automatically creates an address card for you using information you supplied when you first set up your computer. You can add more information to your card.

1. Select your card.

Add to it any information you want to include, such as your email addresses, phone numbers, birthday, and so on. You can customize your card by adding a picture; the picture is used for your account and is visible to other users of your computer.

[Show pictures on cards](#)

2. Choose Card > Make This My Card.

Other applications on your computer, such as iCal, iChat, and Mail, use information from your “me” card. You can keep some or all of the information on your card private and exclude it when you send your card to contacts.

[Share your card](#)

To quickly display your card at any time, choose Card > “Go to My Card.”

If you have already set a “me” card and try to create a second one (perhaps for a different account), the first “me” card will be unset and the second one will become your “me” card.

RELATED TOPICS

[Notify contacts when your vCard changes](#)

[Share address cards by email](#)



Add or edit contacts

Address Book stores address, telephone, email, profile (such as Twitter or Facebook), and other information about your friends, family, and professional contacts on address cards. You can also add a company, such as the phone or gas company, to your address book.

-
1. Add a card by choosing File > New Card, or click Add (+) at the bottom of the Address Book window when viewing the list or a card.

Edit a card by choosing Edit > Edit Card, or click the Edit button at the bottom of the Address Book window.

Display contacts or groups

2. Add or edit contact information, pressing the Tab key to move from field to field.

- If a field doesn't apply, leave it blank or click Remove (–) next to the field to delete the information; empty fields aren't displayed after you save the card.
- To add a field, choose Card > Add Field and then choose a field from the menu.
- Some fields, such as phone number, can have multiple entries, such as home, work, or cell phone number. Other fields, such as birthday, have only one entry. To display another entry field, when available, press Return.
- To change the label for a field, click the current label and choose a different one from the pop-up menu, or choose Custom and create your own label.
- To indicate the contact is a company, select the Company checkbox. The default picture for a company is a building; you can choose a different picture.

Show pictures on cards

- To enter a multi-line address, press Return at the end of the street field. (You can add lines only to the street field.)
3. Save the card by choosing File > Save, or click the Done button at the bottom of the Address Book window.
-

When you add a contact to an Exchange account, you can include only three email addresses, labeled as Email 1, Email 2, and Email 3. Similar restrictions also apply to phone numbers, contact names, instant messaging addresses, and street addresses.

You can add or edit notes directly without being in Edit mode.

RELATED TOPICS

[Import contacts](#)

[Export and import vCards](#)

[Change the card template](#)



Display contacts or groups

You can display a list of contacts, a single contact, or a group.

Display a list of contacts

Choose View > “List and Card” or, if you’re viewing a single card, click the “List and Card” button at the bottom of the Address Book window.

Display one contact

Select a contact and choose View > Card Only, or click the Card button at the bottom of the Address Book window.

To view the next or previous card, use the arrow buttons at the bottom of the window.

Display a contact in a separate window

Double-click a contact in the list, or select a contact and choose Card > “Open in Separate Window.”

This method is useful when you want to display multiple contacts at one time. You can edit contact information in, and email contacts from, the separate window.

Display groups

1. Choose View > Groups, or click the Groups icon at the top of the Address Book window, to view a list of available groups and directory services.
2. Select a group to display a list of its contacts. To display contacts in a directory service, search the service.

[Use network directory services](#)

If Address Book can’t connect to a server where contacts are stored, it displays a lightning bolt icon to the right of the group name in the Groups list.

Use the search field to find and display specific contacts or groups.

[Search for contacts](#)

RELATED TOPICS

[Display contacts by first or last name](#)

[Display phone numbers in large type](#)

[Share address cards by email](#)